

**I-10.6-02  
OSH AND ENVIRONMENT PROTECTION  
PRINCIPLES AT FIBRAIN SP. Z O. O.**

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Print date

**2024-11-13**

<b>FIBRAIN</b> FIBRAIN Sp. z o.o.	<b>HSE and ENVIRONMENTAL PROTECTION          PRINCIPLES AT FIBRAIN SP. Z O. O.          I-10.6-02</b>		Issue: 7	
			Page: 2	Pages:8

## REGISTER OF AMENDMENTS TO THE DOCUMENT

No change	Revised			Description of the change	The entry was made by:		
	full document	chapter no.	page no.		date	name	signature
1		2,4,5			18.12.17	J.Hezner	
2		2,5,7	4,7		31.01.19	D.Woźniak	
3		2	4		05.02.2020	D.Woźniak	
4		2,5	4,7,8		22.01.2021	D. Woźniak	
5		1,4,5	4,5,7		17.11.2023	W. Strawiński	
6	Entire document				11.01.2024	J.Hezner	

<b>FIBRAIN</b> FIBRAIN Sp. z o.o.	<b>HSE and ENVIRONMENTAL PROTECTION PRINCIPLES AT FIBRAIN SP. Z O. O. I-10.6-02</b>	Issue: 7	
		Page: 3	Pages:8

# TABLE OF CONTENTS

1. OBJECTIVE
2. LEGAL BASIS OF THE STUDY
3. TERMINOLOGY
4. RULES ON HEALTH, SAFETY AND ENVIRONMENTAL PROTECTION
5. FIRE AND OTHER EMERGENCY PROCEDURES
6. LIST OF ANNEXES

 FIBRAIN Sp. z o.o.	<b>HSE and ENVIRONMENTAL PROTECTION          PRINCIPLES AT FIBRAIN SP. Z O. O.          I-10.6-02</b>	Issue: 7	
		Page: 4	Pages:8

## 1. OBJECTIVE

The purpose of the manual is to familiarise:

- Customers,
- Guests,
- External companies,
- Supervisory Institutions,
- and other visitors,

with the health, safety and environmental rules in force at FIBRAIN.

## 2. LEGAL BASIS OF THE STUDY

- EN ISO 14001:2015,
- EN ISO 9001:2015,
- PN ISO 45001:2018,
- Act of 27 April 2001 Environmental Protection Law (i.e. Journal of Laws 2022, item 2556, as amended),
- Act of 13 April 2007 on environmental damage prevention and remediation (OJ 2020, item 2187, as amended),
- Act of 14 December 2012 on waste (i.e. OJ 2023, item 1587, as amended),
- the implementing acts for the aforementioned laws,
- Act of 26 June 1974 Labour Code (i.e. Journal of Laws 2023, item 1465, as amended).
- Regulation of the Minister of Labour and Social Policy of 26 September 1997 on general health and safety at work regulations (Journal of Laws of 2003, No. 169, item 1650, as amended).

## 3. TERMINOLOGY

Visitors - Customers, visitors, external companies (i.e. companies providing services on the premises and in the premises belonging to FIBRAIN Sp. z o. o., as well as delivery or receiving companies), Supervising Authorities and other persons making visits to the premises and in the premises belonging to FIBRAIN Sp. z o. o.

## 4. RULES ON HEALTH, SAFETY AND ENVIRONMENTAL PROTECTION

4.1. The provision of services by the Visitor on the premises of FIBRAIN Sp. z o.o. takes place on the basis of concluded contracts and orders.

4.2. An employee of FIBRAIN Sp. z o.o. who prepares a contract or an assignment for the Visitor shall provide this Manual to the authorised representative of the company to which the Visitor belongs and inform that this Manual is publicly available on the website of FIBRAIN Sp. z o.o.. After reading this Manual, the representative of the company to which the Visitor or the Visitor belongs (being a Client, a Visitor or a representative of a Supervisory Authority) shall is obliged to sign the document "VISITOR'S STATEMENT" (Annex nr1-formularz F-10/6-01) and hand it over - to an employee of FIBRAIN Sp. z o. o.

4.3. The person authorised to represent the company to which the Visitor belongs, with

 FIBRAIN Sp. z o.o.	<b>HSE and ENVIRONMENTAL PROTECTION          PRINCIPLES AT FIBRAIN SP. Z O. O.          I-10.6-02</b>	Issue: 7	
		Page: 5	Pages:8

which FIBRAIN Sp. z o.o. has contracted/signed an order is obliged to inform the Visitor of the rules of the said Instruction which apply on the premises of FIBRAIN Sp. z o.o.

4.4. The visitor is obliged to maintain confidentiality with regard to all information obtained in connection with the work carried out on the premises of FIBRAIN Sp. z o.o.

4.5. Photography and filming on the premises of FIBRAIN Sp. z o.o. is prohibited without the permission of the contact person.

4.6. The visitor is obliged to carry out tasks on the premises of FIBRAIN Sp. z o.o. o.o. in a manner that does not endanger the safety of people and prevents emergencies, accidents, fires, as well as the occurrence of offences and crimes. The activities undertaken by the Visitor on the premises of FIBRAIN Sp. z o.o. must be carried out in an environmentally safe manner (without increasing the extent of FIBRAIN Sp. z o.o. impact on the environment).

4.7. Visitors arriving by means of transport to collect/deliver goods report directly to the relevant organisational units (Delivery Warehouse, Main Warehouse).

4.8. Visitors to the premises of FIBRAIN Sp. z o.o. are obliged to comply with the applicable legal provisions on occupational health and safety, fire safety and environmental protection.

4.9. Due to the occurrence of traffic of means of transport (e.g. forklifts) on the premises of the FIBRAIN Sp. z o.o. construction site, special care must be taken.

4.10. Smoking and the use of open flames is prohibited on the premises of FIBRAIN Sp. z o.o. Smoking is only permitted in designated areas.

4.11. It is forbidden to be on the premises belonging to FIBRAIN Sp. z o.o. while intoxicated or under the influence of other drugs.

4.12. Persons entering the plant area in the storage and production areas are required to use the reflective waistcoats provided and all personal protective equipment required in the respective danger zones in accordance with the mandatory order signs.

4.13. The pedestrian is obliged to follow the designated routes and obey the horizontal and vertical signs.

4.14. It is strictly prohibited to enter the area marked by the sign 'No entry allowed'.

4.15. Persons collecting waste are obliged to have complete clothing working and personal personal protective equipment.

4.16. Visitors who come for repairs, inspections, maintenance may be in the working areas of this equipment, with the knowledge and agreement of the health and safety rules with the department responsible for the equipment in question.

 FIBRAIN Sp. z o.o.	<b>HSE and ENVIRONMENTAL PROTECTION          PRINCIPLES AT FIBRAIN SP. Z O. O.          I-10.6-02</b>	Issue: 7	
		Page: 6	Pages:8

4.17. The company to which the visitor belongs is responsible for the health and safety of the visitor in connection with the visitor's work on the premises of FIBRAIN Sp. z o.o.

4.18. Before starting work on the premises of FIBRAIN Sp. z o.o. The Visitor should familiarise himself with the environmental protection requirements, including the Quality, Environment and Health & Safety Policy in force on the premises of FIBRAIN Sp. z o. o. Quality, Environment and Health & Safety Policy (Appendix 2 - summary of document KSZ-1/10).

4.19. Designated employees of FIBRAIN Sp. z o.o. (e.g. Environmental Management System Officer, Integrated Management System auditors) have the right to audit service or supply sites.

4.20. Employees of FIBRAIN Sp. z o.o., upon discovering the fact that the Visitor does not comply with environmental and occupational health and safety legislation, are obliged to report this information to their immediate superior. If the abovementioned irregularities are confirmed, a warning will be addressed to the Visitor. Repetition of the incident in the future may result in termination of the contract or resignation from further cooperation.

4.21. The visitor performing the service shall be granted access to water, power and other utilities to the extent necessary to perform works on the premises of FIBRAIN Sp. z o.o. Unauthorised extraction of utilities without prior agreement with a representative of FIBRAIN Sp. z o.o. is prohibited.

4.22. Storage on the premises of FIBRAIN Sp. z o.o. of materials necessary for the performance of the contract or order is permitted only at locations agreed with a representative of FIBRAIN Sp. z o.o.

4.23. It is forbidden to bring onto the premises of FIBRAIN Sp. z o.o., without prior arrangements, any hazardous materials or substances that may adversely affect people and the environment.

4.24. It is forbidden to wash vehicles and equipment, store fuel stocks, refuel vehicles, as well as burn any substances, objects, waste, etc. on the premises of FIBRAIN Sp. z o.o.

4.25. It is forbidden to pour any substance/mixture (including hazardous substances) into drains and the ground.

4.26. Waste generated during the provision of the service by the Visitor on the premises of FIBRAIN Sp. z o.o. must be disposed of by the Visitor (in accordance with the provisions of the aforementioned Act on waste), unless otherwise specified in the contract or order.

4.27. The area must not be littered or polluted. Waste must be disposed of in correctly segregated containers. If you have any doubts as to where to dispose of your waste, please ask a FIBRAIN Sp. z o.o. employee.

## **5. FIRE AND OTHER EMERGENCY PROCEDURES**

5.1. A person on the premises of FIBRAIN Sp. z o.o. who has noticed a fire or has received information about a fire is obliged to remain calm, take care of his/her own safety and alert immediately:

- persons in the danger zone who are exposed to its effects,

 FIBRAIN Sp. z o.o.	<b>HSE and ENVIRONMENTAL PROTECTION          PRINCIPLES AT FIBRAIN SP. Z O. O.          I-10.6-02</b>	Issue: 7	
		Page: 7	Pages:8

- an employee of FIBRAIN Sp. z o.o. (who, upon receipt of the aforementioned information, is obliged to alert his supervisor or responsible persons),
- dial 998 from the nearest telephone or press ROP - National Fire Service.

The necessity to evacuate, until the arrival of the fire brigade unit, is decided by the President, the Managing Director or, in their absence, the deputy or the evacuation coordinator.

5.2. In the event of a substance spill (depending on the type of substance, liquid), the incident must be reported to an employee of tab. 5.3 FIBRAIN Sp. z o.o., who will secure the spread of the contamination with a suitable neutralising agent or backfill with sorbent). Once absorbed, it will be collected in a container and removed from the premises of FIBRAIN Sp. z o.o. in a manner compliant with the provisions of the aforementioned Waste Act.

5.3. In the event of all disturbances, failures (including environmental), etc., notify:

- Health and Safety Department: e-mail: [bhp@fibrain.pl](mailto:bhp@fibrain.pl) or telephone as indicated below:

<b>Health and safety Department tel.</b>	
Production and Laboratory Facility for Fiber Optic and Photonic Technologies Zaczernie 190F 36-062 Zaczernie	+48 17 77 36 406 697 397 119
Research and Development Center Zaczernie 190F 36-062 Zaczernie	+48 17 77 36 493 601 397 304
Production and Laboratory Facility for Fiber Optic Technologies Jasionka 955 36-002 Jasionka	+48 17 74 09 797
Logistics, Production and Laboratory Centre 14 Innowacyjna 36-060 Głogów Małopolski	+48 17 74 09 797 +48 17 77 36 406 +48 17 77 36 493

- Environment Department - e-mail. [ochrona.srodowiska@fibrain.pl](mailto:ochrona.srodowiska@fibrain.pl) or by phone as indicated below:

<b>Tel.</b>	
Production and Laboratory Facility for Fiber Optic and Photonic Technologies Zaczernie 190F 36-062 Zaczernie	+48 17 77 36 407
Research and Development Center Zaczernie 190F 36-062 Zaczernie	+48 17 77 36 494 667 397 840
Production and Laboratory Facility Fiber Optic Technologies Jasionka 955 36-002 Jasionka	+48 17 74 09 780
Logistics, Production and Laboratory Centre 14 Innowacyjna 36-060 Głogów Małopolski	+48 17 74 09 780 +48 17 77 36 494 +48 17 77 36 407

 FIBRAIN Sp. z o.o.	<b>HSE and ENVIRONMENTAL PROTECTION</b> <b>PRINCIPLES AT FIBRAIN SP. Z O. O.</b> <b>I-10.6-02</b>	Issue: 7	
		Page: 8	Pages:8

-Maintenance Department - as per the e-mail and telephone list below:

The e-mail address and telephone number of the UR department	
Production and Laboratory Facility for Fibre Optic and Photonic Technologies Zaczernie 190F 36-062 Zaczernie	601 39 77 52 17 77 36 417 ur.zac@fibrain.pl
Research and Development Centre Zaczernie 190F 36-062 Zaczernie	607 39 71 75, +48 17 77 36 481 ur.wieza@fibrain.pl
Production and Laboratory Facility of Fiber Optic Technologies Jasionka 955 36-002 Jasionka	+48 17 7409784 607 39 72 53 ur.jas@fibrain.pl
Logistics, Production and Laboratory Centre 14 Innowacyjna Street 36-060 Głogów Małopolski	607 39 72 53 607 39 71 75

## 6. LIST OF ANNEXES

Annex 1 - form F-10.6-01 - **DECLARATION OF THE VISITOR**

Annex 2 - Summary of document KSZ-1/13 - **Quality, Environment and Health & Safety Policy**